

## PAVING AND/OR STORM DRAIN PLAN REVIEW CHECKLIST



**CITY OF ROCKVILLE**  
Department of Public Works  
111 Maryland Avenue  
Rockville, MD 20850  
240-314-8500

Project Name: \_\_\_\_\_

Engineering Firm: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Planning Permit No.: \_\_\_\_\_

\_\_\_\_\_

### CITY USE ONLY

	Submittal Date	City Review Dates & Initials
Public Works Permit No.: _____	_____	_____
Sediment Control Permit No.: _____	_____	_____
Stormwater Mgmt. Permit No.: _____	Design	Date
Forest Conservation (FTP) No.: _____	Acceptable	
Building Permit No.: _____	_____	_____

#### Legend:

- ☒ Complete  
INC Incomplete/Incorrect  
NA Not Applicable

**This checklist has been developed to provide specific instructions to engineers. All items are expected to be addressed in the first submittal, unless indicated otherwise. Failure to do so will result in less than a full first review. Consultant shall review the entire check list, prior to first submittal, and check the box in the left-hand column ("Consultant's Initial Submission") to indicate compliance. Consultant must sign the last page.**

#### TO THE ENGINEER

Your submission for Paving and/or Storm Drain Plan approval has been reviewed. The review was made per the following checklist. Please return the checklist and paving/storm drain plan comment sheets with your resubmittal. If you do not address a checklist item, including comments on the plan sheets, explain your reasoning.

## PAVING AND/OR STORM DRAIN PLAN REVIEW CHECKLIST

Consultant's Initial Submission		Rockville's Review 1st	2nd
<b>SUBMISSION REQUIREMENTS</b>			
<input type="checkbox"/>	Transmittal explaining purpose of submission and limits of requested approval for each sheet.	_____	_____
<input type="checkbox"/>	Completed Public Works Application and Application Fee.	_____	_____
<input type="checkbox"/>	Two (2) prints of proposed plans (24" x 36" sheets).	_____	_____
<input type="checkbox"/>	One (1) copy of certified drainage study with computations (structure numbers to match plan and profile structure numbers).	_____	_____
<input type="checkbox"/>	One (1) copy of the approved site plan, or subdivision plan, PRU, RTH, etc., with approval letter. NOTE: All conditions of approval letter including traffic and transportation requirements must be addressed prior to permit issuance.	_____	_____
<input type="checkbox"/>	One (1) copy of each record plat.	_____	_____
<input type="checkbox"/>	One (1) print of approved grade establishment(s) for each street within the requested limits of approval.	_____	_____
<input type="checkbox"/>	Copies of easement documents for any on-site or offsite easements proposed by project. Easements must be recorded prior to permit issuance. Easements within the subdivision may be shown on the record plat.	_____	_____
<input type="checkbox"/>	Two (2) prints of street lighting plans, including street trees [second submission].	_____	_____
<input type="checkbox"/>	Two (2) prints of permanent traffic control plans - signals, signs and marking, if required [second submission].	_____	_____
<input type="checkbox"/>	Two (2) copies of temporary traffic control plan (construction) [second submission].	_____	_____
<input type="checkbox"/>	Public Improvement bond estimate [second submission].	_____	_____
<b>GENERAL</b>			
<input type="checkbox"/>	Scale 1" = 30' or larger, North arrow, Datum.	_____	_____
<input type="checkbox"/>	Number sheets and date prepared.	_____	_____
<input type="checkbox"/>	Legend.	_____	_____
<input type="checkbox"/>	Vicinity map with site outlined (2000' scale) on first sheet.	_____	_____
<input type="checkbox"/>	Name, address and telephone number of engineering firm or individual who prepared plans.	_____	_____
<input type="checkbox"/>	Title block: Plan description, legal subdivision name or legal description, election district, etc.	_____	_____
<input type="checkbox"/>	Miss Utility Note and Rockville Utility Note.	_____	_____
<input type="checkbox"/>	City of Rockville Storm Drain and Paving Notes.	_____	_____
<input type="checkbox"/>	Bench marks, location and elevation (2 per sheet).	_____	_____

## PAVING AND/OR STORM DRAIN PLAN REVIEW CHECKLIST

Consultant's Initial Submission		1st	Rockville's Review 2nd
<input type="checkbox"/>	Label public or private streets.	_____	_____
<input type="checkbox"/>	Soils Report and supporting data with pavement recommendations.	_____	_____
<input type="checkbox"/>	Seal, signature and license number of a Maryland Professional Engineer on all sheets [mylar submission].	_____	_____
<b>EXISTING FEATURES</b>			
<input type="checkbox"/>	Curbs and gutters, paving and sidewalks.	_____	_____
<input type="checkbox"/>	Storm drainage.	_____	_____
<input type="checkbox"/>	Water and sewer.	_____	_____
<input type="checkbox"/>	Underground utilities - PEPCO, Verizon, Washington Gas, COMCAST, (proposed plans must be sent to utility companies at 50% design or before).	_____	_____
<input type="checkbox"/>	Utility poles and streetlights.	_____	_____
<input type="checkbox"/>	Streams, drainage ways, wetlands, 100-year flood plain.	_____	_____
<input type="checkbox"/>	Buildings or other permanent structures.	_____	_____
<input type="checkbox"/>	Traffic signal poles and equipment.	_____	_____
<input type="checkbox"/>	Existing Easements (including public utility easements).	_____	_____
<input type="checkbox"/>	Existing features to be lighter or screened from proposed improvements in CADD submission.	_____	_____
<b>PROPOSED WORK (PAVING)</b>			
<input type="checkbox"/>	All proposed work and features shown clearly with adequate construction details.	_____	_____
<input type="checkbox"/>	Proper tie in or transition to existing features (field verify existing).	_____	_____
<input type="checkbox"/>	Typical street cross sections with station limits and centerline corrections.	_____	_____
<input type="checkbox"/>	Typical paving sections (streets, bikepaths).	_____	_____
<input type="checkbox"/>	Street centerlines with stations (50 foot stations, PC's, PT's).	_____	_____
<input type="checkbox"/>	Dimensions on paving, R/W, sidewalk, as per typical section.	_____	_____
<input type="checkbox"/>	Details of all special or non-standard work. (Refer to City of Rockville, Montgomery County, or MSHA standards).	_____	_____
<input type="checkbox"/>	Proposed water and sewer.	_____	_____
<input type="checkbox"/>	Existing topography and proposed grades.	_____	_____
<input type="checkbox"/>	Station/top of curb (offset from centerline if not typical) for all PC's, PT's and midpoints of curb returns/fillets.	_____	_____
<input type="checkbox"/>	Handicap ramps at all street intersections and mid-block handicap ramps as required.	_____	_____

## PAVING AND/OR STORM DRAIN PLAN REVIEW CHECKLIST

Consultant's Initial Submission		1st	Rockville's Review 2nd
<input type="checkbox"/>	Where shoulder work or pavement widening along existing roads is required, show sufficient plans and typical sections to accomplish work.	_____	_____
<input type="checkbox"/>	Curve schedule for concentric and non-concentric curves.	_____	_____
<input type="checkbox"/>	Show any necessary utility relocations.	_____	_____
<input type="checkbox"/>	No permanent structures are allowed in public utility easements.	_____	_____
<input type="checkbox"/>	Street lights (details on separate plan submission).	_____	_____
<input type="checkbox"/>	Traffic signals (details on separate plan submission).	_____	_____
<input type="checkbox"/>	Pavement markings and signs on separate plan submission.	_____	_____
<b>PROPOSED WORK (STORM DRAINAGE)</b>			
<input type="checkbox"/>	Pipe schedule, showing lengths, pipe sizes, materials and class or gauge (separate private from public).	_____	_____
<input type="checkbox"/>	Structure schedule, showing structure types, stations, offsets from centerline elevations, dimensions, with proper reference to City of Rockville, Montgomery County, or MSHA (separate private from public).	_____	_____
<input type="checkbox"/>	Where precast inlets are proposed, show manufacturer's name and structure type for each structure.	_____	_____
<input type="checkbox"/>	Structure numbers on plan to match structure schedule, pipe profiles and drainage study.	_____	_____
<input type="checkbox"/>	Show 10 and 100-year WSEL at sump inlets and show overflow path for runoff.	_____	_____
<input type="checkbox"/>	Required storm drain easements, whether shown on record plat or to be recorded by separate document.	_____	_____
<input type="checkbox"/>	Surface drainage easements for lot to lot drainage paths.	_____	_____
<input type="checkbox"/>	Outfall treatment, with existing topography at and 100' below outfall.	_____	_____
<input type="checkbox"/>	Details of special structures (HS-20 loading for structures in or adjacent to travelway; structural certification required by a Maryland Professional Engineer).	_____	_____
<b>STORM DRAIN PROFILES</b>			
<input type="checkbox"/>	Scale: Horizontal 1" = 50'. Vertical 1" = 5'.	_____	_____
<input type="checkbox"/>	Structure numbers to match plan, structure schedule and drainage study.	_____	_____
<input type="checkbox"/>	Pipe lengths to be shown by stationing at each structure.	_____	_____
<input type="checkbox"/>	Pipe size, material, slope and class or gauge for each run.	_____	_____
<input type="checkbox"/>	Pipe inverts, discharge, velocity and friction slope.	_____	_____
<input type="checkbox"/>	Existing and proposed grades.	_____	_____

## PAVING AND/OR STORM DRAIN PLAN REVIEW CHECKLIST

Consultant's  
Initial  
Submission

Rockville's  
Review

1st

2nd

- |                          |   |       |       |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Streets labeled at centerline where pipe crosses street.  | _____ | _____ |
| <input type="checkbox"/> | Show hydraulic gradient.  | _____ | _____ |
| <input type="checkbox"/> | Rubber gasket note added as necessary (hydrostatic head greater than one foot) above top of pipe.   | _____ | _____ |
| <input type="checkbox"/> | Provide minimum of one foot clearance between all pipes (storm drain, water and sewer).   | _____ | _____ |
| <input type="checkbox"/> | Provide adequate cover over pipes.  | _____ | _____ |
| <input type="checkbox"/> | Granite structure bottom where drop is over three feet.   | _____ | _____ |
| <input type="checkbox"/> | Outfall treatment - show class and length of riprap, filter cloth required and cross-section of outfall channel. (Provide additional stabilization on slopes beyond engineered channel, as required.) | _____ | _____ |
| <input type="checkbox"/> | Outfall velocities - Provide actual velocity in last run of pipe, velocity on riprap.   | _____ | _____ |
| <input type="checkbox"/> | Top of channel banks shown on inlet/outlet of system.   | _____ | _____ |
| <input type="checkbox"/> | Show 10- and 100-year WSEL at outfalls.   | _____ | _____ |

### APPROVALS REQUIRED

- |                          |   |       |       |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Maryland State Highway Administration approval and/or permit where proposed street connects to existing State highway.  | _____ | _____ |
| <input type="checkbox"/> | Montgomery County Department of Transportation approval and/or permit where proposed street connects to existing County road.   | _____ | _____ |
| <input type="checkbox"/> | Permits/letter of approval from utility companies (gas, electric, phone, cable) indicating they have reviewed plans and all private utilities will be within the Public Utility Easement. | _____ | _____ |
| <input type="checkbox"/> | MDE/ACE, if storm drain discharges into a regulated water course or wetland.  | _____ | _____ |

## PAVING AND/OR STORM DRAIN PLAN REVIEW CHECKLIST

### ADDITIONAL REQUIREMENTS

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### COMMENTS

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All items that are applicable to the plans being submitted for review should be checked ☒ in the left-hand column labeled "Consultant's Initial Submission." Items that do not apply should be indicated (N/A). Items that do apply but are not checked must be explained. Attach a separate sheet of paper, if necessary.

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Date

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Name of Engineering Firm

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Signature of Responsible Person

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Type or Print Name

WebDoc 11/22/2004

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Title